

2025 Special Event Guidelines & Rates

The Rockport Art Association & Museum is housed in a beautifully restored colonial tavern and beamed outbuildings perfect for special occasions and elegant parties, including weddings, anniversaries, christenings, bar/bat mitzvahs, memorials, graduations and more.

If you want your special day to reflect art, culture, and history, the RAA&M is the perfect place for your event!

Capacity

The Rockport Art Association & Museum can accommodate up to 130 sit-down guests and 180 guests for a tapas/cocktail style event. All our spaces are fully heated and air conditioned, and there is a grand piano available for use.

Facility

Rental will provide access to the following spaces:

Marguerite Pearson Gallery, Stow Wengenroth Gallery, Kitchen (for caterers only), second floor Martha Moore Room, second floor Showroom, Cirino Interlude (courtyard), Hibbard Gallery, Maddocks Gallery, three restrooms, and a wealth of incredible, original art!

The third floor is reserved office space and is not included in the rental agreement.

Weddings

The Rockport Art Association & Museum features options for on-site ceremonies and wedding receptions of up to 180 guests for a cocktail reception. Just 38 miles from

downtown Boston, Rockport offers the beauty of beaches and rocky shores as well as the serenity of a quaint New England community.

Nearby parks and beaches are available for ceremonies, and lodging is available in the vicinity as well. <u>Click here to get directions to the Rockport Art Association & Museum</u>.

Social and Corporate Events

The Rockport Art Association & Museum is the perfect venue for social and corporate events.

- Bridal and baby showers
- Bereavement and memorial receptions
- Holiday parties
- Bar/Bat Mitzvahs
- Birthday and anniversary parties
- Graduation and reunion parties
- Corporate events, meetings, and parties

We are pleased to recommend <u>Tricia O'Neill Photography</u> and <u>N J T Designs</u> (Flowers) for your special events. See our list of Service Providers for more reliable and local vendors!

Official RAA&M Rental Rules and Rates

Application

No rental request will be scheduled until the written application has been received with all required fees and confirmed by letter from the Event Coordinator. See the rate schedule below to determine the fees required.

General Rules

Work with RAA&M's Event Coordinator on the arrangements for your event. The RAA&M must receive the balance of the rental fee and any overtime fees no later than ninety (90) days prior to the event. You must contact the Event Coordinator at least two weeks before your function to verify all final details.

The event time must include set-up and clean-up time. You must confer with your caterer about the time needed for set-up and clean-up and include that in your booked time.

According to the Town of Rockport Bylaws, there cannot be undue noise after 11 p.m. The house closes at midnight unless special arrangements are made with the Event Coordinator.

The maximum number of people that can be accommodated indoors is 180. To reiterate the above information: the RAA&M can accommodate up to 130 sit-down guests and 180 standing guests for a tapas/cocktail style event.

For use of RAA&M furniture, an additional fee will be applied to the rental agreement and cover usage for the duration of the event.

The RAA&M has (x130) metal chairs with red cushions, (x4) six-foot folding rectangular tables, and (x2) eight-foot folding rectangular tables available for rent. Black cloth coverings are available for the rectangular folding tables at an additional cost, but you may provide your own linens for the event.

Chairs are rated at \$3.00 each; six-foot folding tables are rated at \$25.00 each; eight-foot tables are rated at \$30.00 each. Black tablecloths are rated at \$5.00 each.

Use Type	Rates: April - October 31, Thanksgiving - New Year's Day	Rates: November 1 - March 30, Excluding Thanksgiving - New Year's Day
Private Functions	\$550/Hour	\$450/Hour
	(Sundays 10% reduced)	(Sundays 10% reduced)
Artist Member	\$450/Hour	\$350/Hour
Member	\$500/Hour	\$400/Hour
Non-profit/ 501c3 Org.	\$350/Hour	\$300/Hour

Rate Schedule

Rate Schedule Notes

- There is a seven-hour minimum requirement for weddings.
- The rental time must include set-up and clean-up time.
- The hourly rate charged for the event will apply for any additional hours used beyond the booking time.

Reservations

- A completed application (rental agreement) must accompany the preliminary checks. The balance of the reservation fee is due one month before the event.
- All checks should be made out to the "Rockport Art Association & Museum."
- The reservation check is one-half the amount of the rental fee.
- The security check of \$500 is required as a deposit against potential damages and is held in escrow until the completion of the event.
- The security check is returned to you after the event, provided:
 - All regulations for the use of the house have been observed, and there has been no damage to the Rockport Art Association & Museum, its furnishings, or its grounds.
- The hourly rate charged for the event will apply for any additional hours used beyond the booking time.

Cancellation Policy

A cancellation notice must be in writing. The refund schedule is as follows:

- Full refund will be given for notice of six months before the event.
- Half refund will be given for notice of **60 days before the event.**
- No refund will be given for notice within 60 days of the scheduled event.